

08/03

Legal Analyst

One vacancy for Sacramento in the Legal Division

Salary range: \$3418-4155

Final file date: 08/15/03

Interested applicants should submit a standard state application form (STD. 678) to:

Carol LiVecchi

Personnel Office

1121 L Street, 7<sup>th</sup> Floor

Sacramento, CA 95814

Questions? Contact Carol at 916-327-5172 or [clivecchi@calhfa.ca.gov](mailto:clivecchi@calhfa.ca.gov)

Electronically submitted resumes cannot be accepted.

## **DUTY STATEMENT**

### **Legal Analyst**

Under the supervision of the General Counsel, this position provides assistance to attorney staff by performing the following duties:

- 45% Independently identify problem areas in client requests for legal services regarding: Real estate loan closing work which includes the preparation of various legal documents, review of title documents, preparation and tracking of closing document files, obtaining pro-forma title policies, processing forms required by tax law, processing UCC filings, and processing notices and hearings mandated by federal tax law for bond-financed loans.
- 25% Conduct legal research and analysis of legal questions and legal documents; provide advice and draft legal memoranda and opinions to management on legal issues and make recommendations regarding appropriate course of action.
- 15% Independently prepare various State and inter-agency reports, prepares documents and notices in connection with Board of Directors business meeting.
- 5% Prepare analysis of legislation and regulations and monitor legislation to ensure changes do not adversely impact goals.
- 5% Review, prepare and monitor contracts.
- 5% Identify and provide the General Counsel and staff with FPPC and ethics related filing and monitoring requirements.